
INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: March 11, 2009

From: Ross Miller, Director of Regulatory Compliance

**Subject: OTTAWA UNIVERSITY
NEW DEGREE PROGRAM**

Staff Recommendation

The staff recommends that Ottawa University be granted the authority to award the Master of Business Administration degree.

(MBA) Master of Business Administration

Background Information

Ottawa University is regionally accredited by the North Central Association of Colleges and Schools Higher Learning Commission.

The Master of Business Administration degree program consists of 36 semester-credit hours of training; 17% in the specialty, and the remaining hours in general education and liberal arts courses. All faculty members hold a Doctorate degree.

Supportive Documentation

1. Degree Applications
2. Instructor Qualification Record Forms

**INDIANA COMMISSION ON
PROPRIETARY EDUCATION
DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Ottawa University, 287 Quarter Master Court, Jeffersonville, IN 47130

Name of Program Masters of Business Administration

Level of Degree (MBA)

Name of Person Preparing this Form Dr. Kyle R. Keeney / Lonnie Cooper, CEO

Telephone Number (812) 280-7271

Application Type

Date the Form was Prepared 01/14/09

(X) New Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The University-wide outcomes for graduate programs were designed as an active expression of the Ottawa University mission and purposes. They were developed by faculty and formally adopted by the graduate council and University academic council. The overall guiding purpose of graduate study is to provide adult-oriented, practical and professional programs:

- To prepare individuals for master's level professional positions in a given field.
- To improve opportunities for individuals seeking advancement within the field.
- To prepare individuals to make parallel moves into related fields and specialties.

Program emphasis is on the reflective practitioner with course content designed to focus on real life and values oriented practices within the field. Entrance requirements reflect the desire to accommodate working adults who make career choices later in life, have related work experience and are best served by a nontraditional graduate program in their field.

All Ottawa University graduate programs have in common five general outcomes that relate to intellectual and professional development.

To demonstrate cognitive development, graduate students will:

1. Analyze, integrate and apply theories, research and techniques to plan and serve effectively within one's professional field of study.
2. Acquire knowledge of laws, ethics and values and apply this knowledge to make decisions appropriate to one's professional practice.
3. Communicate effectively as professionals.

To demonstrate affective development, graduate students will:

4. Demonstrate an understanding of the value of continued personal and professional development.

5. Model Ottawa University values and culture by practicing mutual respect, encouragement and support within and beyond the learning community.

Ottawa University's Master of Business Administration (MBA) degree has been developed to serve the needs of adult learners and organizations with a high quality professional preparation in business within which the importance of personal values and professional ethics are incorporated. The Master of Business Administration emphasizes a global perspective on business, communication skills and direct application to students' current and future career goals.

The program is intended for individuals who want to increase their knowledge of essential business functions and develop leadership skills and expertise in strategic management. Students have the option of completing courses in an evening classroom setting, online or a combination of both.

The MBA degree consists of no less than 36 semester credit hours of formal coursework designed to help the adult learner acquire subject matter mastery and apply knowledge within the field of business administration. The 36 semester credit hours consist of 30 semester credit hours of general education core classes and an additional 6 hours of semester credit hours selected from a list of specialty courses.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Masters of Business Administration

TOTAL COURSE HOURS:36 Semester Hours

Semester Hours

LENGTH OF PROGRAM: 18 months for full-time students TUITION: \$450/hr

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	STUDENTS PICK 6 HOURS FROM THE FOLLOWING LIST
BUS 7801	Money and Capital Markets (3hrs)	
BUS 7802	Working Capital Management (3hrs)	
BUS 7803	Security Analysis (3hrs)	
BUS 7804	International Finance (3hrs)	
BUS 7805	Financial Modeling Methodologies (3hrs)	
BUS 7806	Auditing (3hrs)	
BUS 7681	Project Management (3hrs)	
HRC 7341	Emotional Intelligence in the Workplace (3hrs)	
HRC 7711	Organizational Change Theory and Strategy (3hrs)	
HRC 7861	Negotiation and Conflict Resolution (3hrs)	
HRC 7961	Managing Organizational Conflict (3hrs)	
BUS 7001	Contemporary Issues in Business Leadership (3hrs)	
BUS 7002	Foundations of Leadership (3hrs)	
BUS 7003	Developing Leaders and Leadership Capability (3hrs)	
BUS 7004	Leading the Business to Create Value (3hrs)	
BUS 7104	Entrepreneurship and Intrapreneurship (3hrs)	
BUS 8000	Advanced Leadership Theory and Practice (3hrs)	

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u> <u>36</u>
BUS 7000	Organizational Behavior and Theory (3hrs)	
BUS 7100	Human Resource Planning and Administration (3hrs)	
BUS 7200	Value Systems and Professional Ethics (3hrs)	
BUS 7450	Strategic Marketing (3hrs)	
BUS 7500	Managerial Economics (3hrs)	
BUS 7600	Managerial Finance (3hrs)	
BUS 7700	Management Information Systems (3hrs)	
BUS 7800	Management Accounting (3hrs)	
BUS 7900	Social, Cultural, Legal, and Political Influences on Business (3hrs)	
BUS 8500	Graduate Seminar: Business Policies and Strategies (3hrs)	

Number of Credit/Clock Hrs. in Specialty:	6/ 36	Percentage: 16.6
Number of Credit/Clock Hrs. in General Courses:	30/ 36	Percentage: 83.4

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The Myers Library, located on the grounds of The College in Ottawa, Kansas, serves not only The College but also the Jeffersonville, IN campus through the electronic delivery of many resources and services.

The library website is a centralized portal for library communications and services. The website provides students with access to the library catalog, subscription databases, online book orders, electronic books, Web directories, search engines, specialized subject resource links, and bibliographic aids. Access to the library catalog, electronic databases, reference services, and other resources are available to all students, faculty and staff via the Internet.

Specific assistance to Indiana students is provided by Ottawa University Myers Librarians if they have reference questions or questions about the databases. Indiana students are also supported through an appointed library liaison who provides information regarding resources available at the Ottawa University Myers Library, the Ottawa University databases, and partnering libraries.

OUIIN students also have access to public libraries and other academic institutions in Southern Indiana. Students can obtain information on these privileges through their Ottawa University Library Liaison.

2. Number of volumes of professional material:

The Myers Library collection currently contains over 80,600 books and other printed materials, over 4,500 e-books, approximately 110 print periodical titles, nearly 15,000 periodical volumes, audiocassettes, videos, DVDs, and other multimedia materials. In addition, the library maintains subscriptions to 10 electronic databases that offer indexes, abstracts, full text of journals and other resources from leading information providers. Collectively these databases cover a wide range of academic disciplines including the arts, sciences, business, humanities, technology, human resources and education.

The Myers library also offers students access to Netlibrary e-book materials and actively purchases books and video/DVD materials for student use. The Myers Library plans to continue to expand its book, media, e-book and database offerings to support student learning University wide.

3. Number of professional periodicals subscribed to:

Ottawa University currently has approximately 110 print periodical titles, 15,000 periodical volumes. Via the Ottawa University online databases, students have access to the following databases and materials, many of which link to professional periodicals:

AccessScience: Contains science and technology reference sources, full-text journal articles on numerous science subjects, scientist biographies, information about science in the news, Nobel prizes, and other resources related to science.

Annals of American History. This database explores the rich and varied history of America through speeches, historical accounts, memoirs, poems, images and multimedia.

Book Index with Reviews (BIR). A comprehensive database providing information on over 4 million book titles in a wide range of formats, including large print and books on tape. Fiction and non-fiction titles for juvenile and adult audiences are included in the database, in all genres. The product contains over 800,000 full-text searchable reviews.

Britannica Online: Contains 73,000 full-text articles with basic and in-depth encyclopedia entries on a variety of subjects, timelines, a world atlas, and dictionaries.

CQ RESEARCHER. *The CQ Researcher* provides original, comprehensive reporting and analysis on issues shaping our world. CQ can be used to prepare for a debate, or become a quick expert on a topic. Each 12,000-word report is a unique work, investigated and written by a seasoned journalist. Published 44 times a year, the single-themed *CQ Researcher* report offers in-depth, non-biased coverage of political and social issues, with regular reports on topics in health, international affairs, education, the environment, technology and the U.S. economy.

EBSCOHost: Contains abstracts, as well as full-text entries, for journals and magazine articles. Major databases include Academic Search Elite (coverage for most academic areas), PsychArticles, Regional Business News, and Business Source Elite (includes company records from Dun & Bradstreet).

Library, Information Science & Technology Abstracts (LISTA). The LISTA database is a free resource to anyone interested in libraries and information management. This world-class bibliographic database provides coverage on subjects such as librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Delivered via the EBSCOhost platform, LISTA indexes more than 600 periodicals plus books, research reports, and proceedings. With coverage dating back to the mid-1960s, it is the oldest continuously produced database covering the field of information science.

Mental Measurements Yearbook: Mental Measurements Yearbook, produced by the Buros Institute, contains full-text information about and reviews of all English-language standardized tests covering educational skills, personality, vocational aptitude, psychology, and related areas as included in the printed Mental Measurements Yearbooks. This database product contains data from Yearbooks 9 through 15. After Login, select MMYB and go to main search page.

SIRS Discoverer Deluxe: A reference database for children in grades 1 through 9, with full-text articles and graphics. This database is useful to students enrolled in

education courses.

***Worldcat** - OCLC's free, open Worldcat program allows public access to book, media and websites across the libraries of the world.

The Myers Library Catalog and e-book collection are available to non-residential students. And those students can request that books from the Myers Library be checked out to them and sent to their homes

<http://208.44.253.245/uhtbin/cgisirsi.exe/VBGJJkG8ox/0/170360007/60/69/X>

Access to the OU Student Portal and the library databases and the library handbook may be found at

<http://my.ottawa.edu>

Access to the Periodical A to Z Search may be found at

<http://atoz.ebsco.com/titles.asp?Id=DVOU&sid=255797507&TabID=2>

Access to Ask-a-Librarian (email access to librarians at the library) may be found at

<http://www.ottawa.edu/main/content/view/827>

Research help tutorials may be found at

<http://www.ottawa.edu/main/content/view/832>

Links to OU Site Resources including Wisconsin Library Links may be found at

<http://uwin.ottawa.edu/librarysiteresources.htm>

Quick Reference Resources may be found at

<http://uwin.ottawa.edu/libraryquickreference.htm>

Resource links by Subject and Title may be found at

<http://uwin.ottawa.edu/librarydatabases.cfm>

4. Other library facilities in close geographical proximity for student access:

- Jeffersonville Township Public Library
- New Albany Free Public Library
- Indiana University Southeast
- Jefferson Community College
- University of Louisville
- Bellarmine University
- Hanover College
- Spalding University
- Ivy Tech State Technical College
- Harrison County Public Library
- Louisville Free Public Library

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: Full-time: 1 Part-time: 7

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or diploma earned	# years of working experience in specialty	# years teaching at your school	# years teaching at other schools	Full-time (check one)	Part-time (check one)
Cooper, Lonnie	J.D.	15	5	15	X	
Faulkenburg, Marilyn	Ed.D.	9	3	7		X
Johnson, Perry	Ph.D.	23	3	4		X
Keeney, Kyle	Ph.D.	14	2	12		X
Kidd, Cathy	Ph.D.	23	1	13		X
Malka, Charles	Ph.D.	22	3	3		X
Meaux, Wayne	Ed.D.	18	7	7		X
Russell, Josephine	Ed.D.	12	3	0		X

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Johnson	Perry	
	(Last)	(First)	(Middle)

Names of Courses Taught:

Addiction studies and the media

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PROPRIETARY EDUCATION**

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., **transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.**)

Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Keeney Kyle Richard
 (Last) **(First)** **(Middle)**

NAME OF INSTITUTION: Ottawa University, Jeffersonville, IN

Names of Courses Taught:

Organizational change

Seminar in applied management

Proseminar

Planning & budgeting

Epistemology

Environmental ethics

Formal & informal logic

Philosophy of social sciences

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Temple University	Philadelphia, PA	Ph.D., Philosophy	2/93	5/96
Baylor University	Waco, TX	M.A., Philosophy	8/91	8/92
Georgetown College	Georgetown, KY	B.A., Religion	8/87	5/91
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Faculty coordinator, Ottawa University	Jeffersonville IN	Faculty coordinator, curriculum development	8/07	Present
Partner, Keeney & Associates	Louisville KY, New York, NY	Strategic planning, management consulting	11/02	Present
Professor, Graduate School, Univ of Phoenix	Louisville KY, Phoenix, AZ	Graduate professor, doctoral chair	8/04	Present
Vice President, Global Learning, Haverstick	Washington, DC, Indianapolis IN	Oversaw design & development	5/00	11/02

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Ottawa University-Jeffersonville, IN

Computer applications
Basic computer skills
Computer information systems

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